



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
807 Mill River Southfield Road, Mill River, MA 01244-0099
Phone: 413-229-8116 Fax: 413-229-6674
E-mail: nmbos@newmarlboroughma.gov**

**Tara B. White, Chair
Michele Shalaby
Nathaniel H. Yohalem
Board of Selectmen**

**Minutes of Selectmen's Meeting
Thursday, February 19, 2015**

Board Members Present: Tara B. White, Chairman
Michele Shalaby (by telephone)
Nat Yohalem

Others Present: Joseph Kellogg, Administrative Assistant
Sharon Fleck, Administrative Secretary
Charles Loring

The meeting of the Board of Selectmen convened at 5:30 p.m.

A motion was made, seconded and so voted to allow Michele Shalaby to participate in this meeting via telephone.

The Board read the minutes. After a discussion, a motion was made and seconded and so voted by all members to hold the minutes of February 11, 2015 meetings.

Town Hall Renovations – Joe Kellogg will speak with Tom Carmody in an effort to have bids reissued for Town Hall renovations. Joe advised that often local contractors do not bid on local jobs as the paperwork and requirements needed by the State is substantial.

Personnel Policy – The following items were discussed during this meeting as tentative revisions to the Personnel Policy:

- A statement should exist at the beginning of the document stating that the Personnel Policy does not constitute a contract.
- Comp. Time. Vs. Overtime Pay – The Board agreed to grant comp time for overtime hours in lieu of pay. However, that time must be taken in the fiscal year in which it was granted and at the discretion of the Highway Superintendent.
- Vacation Time – Joe Kellogg to check with counsel regarding vacation time being taken away by subsequent boards. Earned vacation time cannot be taken away, but

subsequent Boards could change the Policy. Vacation time for part-time/occasional employees must average over 20 hours a week over a year's period of time and will be prorated. Joe suggested that a category of "Seasonal Employee" be implemented.

- Benefits – The Board agreed to offer employees fifteen (15) sick days to start and an additional three (3) days added each year. Joe Kellogg to check on Disability Insurance vs. allowing employees to accumulate up to 30 days sick days.
- Five personal days will be given to eligible employees.
- Call-in Time – A 4 hour minimum will be given to employees who are called in during an emergency, unless that time runs into regular work hours, for which they will then be paid time and a half, followed by regular time. This will be used primarily during the summer and not winter hours.
- Town Hall Closing – When Town Hall is closed, and some employees must come into work, they can take comp time at straight time.
- Insurance – If an employee is covered by another insurance plan, the Board is considering offering a stipend be paid at the end of a fiscal year, thereby saving the Town the cost of insurance. There are currently four Town employees covered by other health insurance plans. Joe Kellogg expressed he believed Lanesborough has a policy covering this issue and will follow-up.
- Longevity Pay – After an employee has worked full time (40 hours) for ten (10) continuous years, a \$500 stipend will be given at the end of the fiscal year.

The above changes to the Personnel Policy must be approved by the Board.

Sand/Salt - Emails were received from other Towns suggesting a letter be written by the Board of Selectmen to the Attorney General to hold Morton Salt accountable for breach of contract, as salt has not been available. Joe Kellogg to check with other Town managers as to what course of action they are going to take. Joe Wilkinson is out of sand and the Town will have to purchase sand from another source for which Joe will be held responsible for the difference between the bid price and what the Town will have to pay to another supplier.

Warrant for School Bond – Joe Kellogg will request from SBRSD Committee a letter confirming that the State will pay the 39.21% portion of the bond. However, if that grant should fall through, the bond would have to be reissued.

A motion was made, seconded and so voted to approve the warrant for the Special Town Meeting for the School Bond.

Wired West – Michele Shalaby will call Wired West regarding alternate financing that would not adversely affect the resident taxes and the burden to the Town prior to setting up any meeting.

Budget Meeting – A budget meeting has been scheduled for Wednesday, February 25, 2014 at 11 a.m.

Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting 6:55 p.m.

Respectfully submitted,

Sharon Fleck
Administrative Secretary